Creating Policies and Procedures Using VAX DOCUMENT – POLICIES Doctype

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ABSTRACT: This document describes the VAX DOCUMENT tags specific to the POLICIES doctype for Digital Policies and Procedures.

APPLICABILITY: This document can be used to produce Policies and Procedures using VAX DOCUMENT.

STATUS: APPROVED 01-Mar-1990; use VTX SMC for current status.

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Contents

PREFACE v

CHAPTER 1 THE POLICIES DOCTYPE 1–1

1.1 OVERVIEW 1–1

1.2 AVAILABLE TAGS 1–1

1.3 TAG DESCRIPTIONS 1–2

<PP_APPROVED_BY> 1–3
<PP_DATE> 1–4
<PP_OBJECTIVE> 1–5
<PP_POLICY> 1–6
<PP_RESPONSIBLE_GROUP> 1–7
<PP_SCOPE> 1–8
<PP_SECTION> 1–9
<PP_SECURITY> 1–10
<PP_SUBJECT> 1–11
<PP_TITLE> 1–12
<PP_TITLEBLOCK> 1–13
<PP_TOTAL_PAGES> 1–14

FIGURES

1–1 Policies and Procedures Header 1–2

Preface

To use the POLICIES doctype, which was developed for the Standards and Methods Control (SMC) at CTS, Chelmsford, MA, you will need to have VAX DOCUMENT V1.2 or higher installed.

To use the POLICIES doctype, the following must be done:

1 Copy the following files to your site's DOC$LOCAL_FORMATS: directory.

```
JOKUR::DOC$LOCAL_FORMATS:TAG$PP_REPORT.GDX
JOKUR::DOC$LOCAL_FORMATS:TEX$PP_REPORT.DESIGN
JOKUR::DOC$LOCAL_FORMATS:POLICIES_DOCTYPE.PS   (This document)
```

2 Add this line to your DOC$LOCAL_FORMATS:DOC$DESIGNS.DAT file before the first occurrence of a line starting with the word *family*.

```
name POLICIES/definitions=TAG$PP_REPORT.GDX/macros=TEX$PP_REPORT/fonts=TEX$STANDARD_FONTS
```

3 The design is activated by specifying the word POLICIES for the doctype argument on the VAX DOCUMENT command line.

```
$ DOCUMENT  file.SDML  POLICIES  destination
```

1 The POLICIES Doctype

1.1 Overview

The POLICIES doctype is activated when one specifies the name POLICIES for the doctype argument of the VAX DOCUMENT command line:

```
$  DOCUMENT filespec.SDML  POLICIES  destination
```

The doctype is designed for use with the PostScript and LN03 printers. The doctype also provides output for MAIL and LINE_PRINTER, but this may not be considered acceptable.

The POLICIES doctype is based on the standard REPORT doctype. It differs from it primarily in the following respects.

- A much larger running title on each page, which is effectively a block of several items.
- A tag is available to specify the security level of the document.
- Additional tags to specify the Objective, Scope, and Policy of the current Policy and Procedure.

1.2 Available Tags

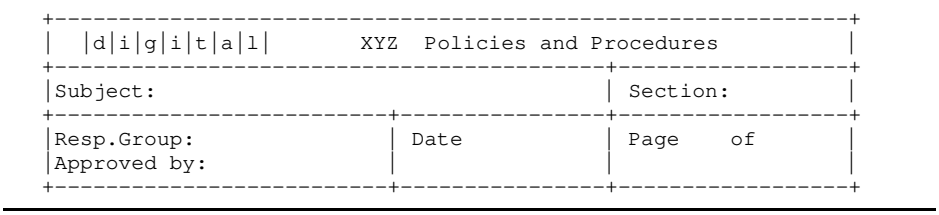
Since POLICIES is implemented as a variation on the normal REPORT doctype, almost all tags available for REPORT are also available to this doctype.

The running header, however, consists of a box, known as the block declaration, with several fields that should be initialized first. The following tags specified at the front of the document will result in the header shown in Figure 1–1.

```
<PP_APPROVED_BY>(name of the person or function approving)
<PP_DATE>(date of policy)
<PP_RESPONSIBLE_GROUP>(name of group responsible for the policy)
<PP_SECTION>(indication of chapter, section, etc.)
<PP_SECURITY>(security level)
<PP_SUBJECT>(title of current subject within policy)
<PP_TITLE>(main title of policy)
<PP_TITLEBLOCK>(sets the header block
condition for all pages or for only the first page)
<PP_TOTAL_PAGES>(total number of pages of policy)
```

Note: When the <PP_SUBJECT> is omitted, the corresponding field in the header is likewise omitted.

Figure 1–1 Policies and Procedures Header



The <PP_TOTAL_PAGES>(number) is required to be able to specify all pages to be "*Page n of m*." VAX DOCUMENT has no way of knowing up front how many pages there are. It is best to fill this field as a final cleanup when no further changes are expected before the final release. To know the true value you will need to run VAX DOCUMENT twice: once to know the value to be filled in, once to use it.

The header is repeated on all pages, except when the <PP_TITLEBLOCK>(first_page) is specified. It this case a header appears only on the first page and a summary double-line header is used for all subsequent pages, specifying the text of the <PP_TITLE> and <PP_SUBJECT> as well as the page numbering.

Each policy should start with a small section summarizing the objective, scope, and policy. Three tags following the block declaration are to be used.

<PP_OBJECTIVE>(text)
<PP_SCOPE>(text)
<PP_POLICY>(text)

1.3 TAG DESCRIPTIONS

This section includes descriptions of the tags used in the POLICIES doctype. These tags are listed alphabetically.

<PP_APPROVED_BY>

Specifies the name of the person or function who approved the current policy and writes it into the header of the page

FORMAT

<PP_APPROVED_BY>*(text)*

related tags

- <PP_DATE>
- <PP_RESPONSIBLE_GROUP>
- <PP_SECTION>
- <PP_SUBJECT>
- <PP_TITLE>
- <PP_TOTAL_PAGES>

DESCRIPTION

Fills the "Approved by" field of the page header block.

<PP_DATE>

Specifies the date the current policy was approved and writes it into the header of the page

FORMAT

<PP_DATE>*(text)*

related tags

- <PP_APPROVED_BY>
- <PP_RESPONSIBLE_GROUP>
- <PP_SECTION>
- <PP_SUBJECT>
- <PP_TITLE>
- <PP_TOTAL_PAGES>

DESCRIPTION

Fills the "Date" field of the page header block. Due to the limited space, the abbreviated form DD-MMM-YYYY is advised.

<PP_OBJECTIVE>

Specifies the objective or abstract of the current policy. Should be at the front of the policy.

FORMAT

<PP_OBJECTIVE>*(text)*

related tags

- <PP_POLICY>
- <PP_SCOPE>

DESCRIPTION

Produces a non-numbered section in the document with the heading "OBJECTIVE".

<PP_POLICY>

Specifies a concise statement of the current policy.

FORMAT

<PP_POLICY>*(text)*

related tags

- <PP_OBJECTIVE>
- <PP_SCOPE>

DESCRIPTION

Specifies a non-numbered section in the document with the heading "POLICY".

<PP_RESPONSIBLE_GROUP>

Specifies the name of the group responsible for maintaining the current policy, and writes it into the header of the page.

FORMAT

<PP_RESPONSIBLE_GROUP>*(text)*

related tags

- <PP_APPROVED_BY>
- <PP_DATE>
- <PP_SECTION>
- <PP_SUBJECT>
- <PP_TITLE>
- <PP_TOTAL_PAGES>

DESCRIPTION

Fills the "Resp. Group" field of the page header block.

<PP_SCOPE>

Defines scope or applicability to whom and to what (process or product) the current policy applies.

FORMAT

<PP_SCOPE>*(text)*

related tags

- <PP_POLICY>
- <PP_OBJECTIVE>

DESCRIPTION

Produces a non-numbered section in the document with the heading "SCOPE".

<PP_SECTION>

Specifies the name of the section within the current subject of the current policy and writes it into the header of the page. When omitted, the corresponding field will not be present in the header block.

FORMAT

<PP_SECTION>*(text)*

related tags

- <PP_APPROVED_BY>
- <PP_DATE>
- <PP_RESPONSIBLE_GROUP>
- <PP_SUBJECT>
- <PP_TITLE>
- <PP_TOTAL_PAGES>

DESCRIPTION

Fills the "Section" field of the page header block. When omitted, the field is not present in the page header block.

<PP_SECURITY>

Specifies the security level of the current Policy.

FORMAT

<PP_SECURITY>*(security_level)*

DESCRIPTION

Specifies the security level on the bottom of each page and also on the top of the first page of the policy. The following keywords are available:

- NONE—No security
- INTERNAL—Digital Internal Use Only (Default)
- CONFIDENTIAL—Digital Confidential
- RESTRICTED—Digital Restricted Distribution
- PERSONAL—Digital Personal

If this tag is not used, the POLICIES doctype by default applies Digital Internal Use Only. One must specify explicitly NONE to have no security level specified.

<PP_SUBJECT>

Specifies the title of the current policy and writes it into the header of the page.

FORMAT

<PP_SUBJECT>*(text)*

related tags

- <PP_APPROVED_BY>
- <PP_DATE>
- <PP_RESPONSIBLE_GROUP>
- <PP_SECTION>
- <PP_TITLE>
- <PP_TITLEBLOCK>
- <PP_TOTAL_PAGES>

DESCRIPTION

Fills the "Subject" field of the page header block.

<PP_TITLE>

Describes the main title of the current policy and writes it into the first line of the running header of the page in large bold font.

FORMAT

<PP_TITLE>*(text)*

related tags

- <PP_APPROVED_BY>
- <PP_DATE>
- <PP_RESPONSIBLE_GROUP>
- <PP_SECTION>
- <PP_SUBJECT>
- <PP_TITLEBLOCK>
- <PP_TOTAL_PAGES>

DESCRIPTION

Enters the heading of the Policies and Procedures block in large bold fonts.

<PP_TITLEBLOCK>

Sets the condition to show the large informational header block on all pages or only on the first page.

FORMAT

<PP_TITLEBLOCK>*(condition)*

related tags

- <PP_APPROVED_BY>
- <PP_DATE>
- <PP_RESPONSIBLE_GROUP>
- <PP_SECTION>
- <PP_SUBJECT>
- <PP_TITLE>
- <PP_TOTAL_PAGES>

DESCRIPTION

The *condition* argument must be either:

- ALWAYS—header will appear on all pages. This is the default, even if the tag is not specified at all.
- FIRST_PAGE—header appears only on the first page. A summary double-line header is used for all subsequent pages, specifying the text of the <PP_TITLE> and <PP_SUBJECT> as well as the page numbering.

<PP_TOTAL_PAGES>

Specifies the total number of pages in the current policy and writes it into the header of the page as part of the block text "*Page n of m*".

FORMAT

<PP_TOTAL_PAGES>*(text)*

related tags

- <PP_APPROVED_BY>
- <PP_DATE>
- <PP_RESPONSIBLE_GROUP>
- <PP_SECTION>
- <PP_SUBJECT>
- <PP_TITLE>
- <PP_TITLEBLOCK>

DESCRIPTION

Fills the field of the total number of pages of the current policy within the page field of the header block. The page numbering occurs automatically, but the total number of pages must be specified manually.

It is best to enter "??" into the field initially and replace it by an actual number once the policy needs no further modification. The total number of pages is then entered and the policy processed one more time.